



**Supplemental Information to be submitted with Applications for  
Certifications of Consistency with the Consolidated Plan**

**Applicable only to projects applying for OH funding**

**Included in Regular Application**

1. Notification of intent to apply for OH funding to neighbors and businesses within at least 500 feet of the site, inform neighbors and businesses of the project proposal (Separate and distinct from DON 500 foot notice – post OH award).
  - a) Attach a list of recipients
  - b) Attach copy of mailing
2. List of organizations contacted and provided information about the proposed project in advance of application.

**Supplemental Information: Community Relations Plan**

In addition, for projects applying for OH funding, the Applicant must submit a draft Community Relations Plan. This details steps for maintaining ongoing communication with immediate neighbors and neighborhood and community organizations throughout the project's pre-development, design, construction and operation phases. Applicant should also attach documentation of efforts to implement the Plan thus far.

The following elements should be included in the draft Plan. If planned actions have not yet been undertaken, then provide a preliminary timeline for each activity.

- A description of the overall community engagement strategy to be used to achieve inclusive community engagement for this project. Highlight any strategies for engaging historically underrepresented communities, including communities of color and communities for which English is a second language.
- A description of a development team's past experience in engaging historically underrepresented communities during a development process, especially communities of color and communities for which English is a second language. Describe how this engagement will influence the project.
- Communication with neighborhood and community organizations, including providing information such as:
  - Project design and target population;
  - Estimated schedule for construction and completion;
  - Experience of the Applicant developing and owning other housing projects;
  - Opportunities to provide input on the project; and
  - Mechanisms for ongoing communication once the housing is operational.
- Advertisements to the community describing the project and any relevant community meetings (may be posted at local libraries, community centers, etc.).
  - Minutes or other documentation of neighborhood organization meetings that the Applicant has attended in connection with the project. Include the location of the meeting, number of attendees, results of any Q and A and general tone of meeting.



# Seattle Office of Housing

- Plans for future neighborhood meetings including method for notifying the public, date and location of the meeting.
- Copies of any letters of support from individual citizens or neighborhood groups, if applicable.
- Membership and meeting minutes of project advisory committees, if applicable.

## **Post Award from OH**

1. Contact the Department of Neighborhoods, [drearlyoutreach@seattle.gov](mailto:drearlyoutreach@seattle.gov), and begin process for "Early Community Outreach for Design Review", [Early Outreach for Design Review website](#) and <http://www.seattle.gov/dpd/codes/dr/DR2018-4.pdf>
2. Submit Final Community Relations Plan to OH 90 days after award.

*NOTE: this supplemental information is required for the draft Community Relations Plan, to be submitted with the request for consistency with the Consolidated Plan. Both the request for consistency certification and the draft Community Relations Plan should be submitted at least 30 days prior to the NOFA application deadline. OH will review the draft Plan and make recommendations to the Applicant in time for the final proposed Community Relations Plan to be submitted with the funding application.*